

APPLICATION format

To ,  
The secretary /President,

Through HOI

**Sub: Transfer Of GPF**

Sir/Madam,

With due respect I would like to inform you that I .....was an Assistant Teacher in

.Now I am AT of

,want to draw your kind attention to transfer my PF accumulation from your school PF account to update the same in my present school account.

Therefore ,I shall be highly obliged if you take the associate action.

Thanking You.

Dated

Yours Faithfully,

## Online P.F. Transfer Format

1. Treasury Code : **NEW SCHOOL AI OFFICE T.CODE** BAB
2. Operator Code : **NEW SCHOOL AI OFFICE T.CODE**
3. Operator Designation : **A.I. of Schools (SE),**
4. Email ID of the Operator : **FROM OFFICE**
5. School P.F. Code : **FROM NEW SCHOOL HOI**
6. School Name : **NEW SCHOOL**
7. School Address : **NEW SCHOOL**
8. Email ID of the School : **NEW SCHOOL**
9. Concerned Treasury Name: **NEW SCHOOL**
10. Concerned Treasury Address : **NEW SCHOOL**
11. Operator Address : **NEW SCHOOL AI OFFICE**
- 12 Name of the Staff :
13. Employee Code :
14. Contact No. of Employee :
15. Email ID of Employee

**Signature of the Teacher**

( Present School)  
Date :  
Designation :

**Signature of H.M.**

(Present School)  
Date :  
Seal :

**Signature of  
the Operator with Seal**

Date :

**NECESSARY DOCUMENTS TO BE ENCLOSED FOR GPF  
AMOUNT TRANSFER DUE TO TRANSFER OF INCUMBENT**

- 1.FORWARDING LETTER OF HOI**
- 2.PRAYER COPY OF INCUMBENT**
- 3.COPY OF AGE PROOF**
- 4.ALL TYPE OF APPROVAL COPY**
- 5.NO LITIGATION CERTIFICATE**
- 6.NO LIBILITY CERTIFICATE**
- 7.DECLARATION OF OVERDRAWN**
- 8.ONLINE PF TRANSFER FORMAT**
- 9.FORM VI**
- 10.FORM IX A**
- 11.FORM X**
- 12.XEROX COPY OF INDIVIDUAL LEDGER  
ATTESTED BY HOI**
- 13.XEROX COPY OF SCHOOL PF LEDGER ATTESTED  
BY HOI**
- 14.COPY OF MC RESOLUTION**

## **FORM -VI**

### **FORM OF APPLICATION FOR ADVANCE FROM GENERAL PROVIDENT FUND**

1. Name of the Subscriber :
2. Account No :
3. Designation :
4. Pay :
5. Balance at credit of the subscriber on the Last day of previous accounting year.
6. Amount of advance outstanding, if any and :  
the purpose for which the advance was taken.
7. Amount of advance required. :
8. Purpose for which the advance is required. :
9. Whether refundable, if so, amount of the consolidated advance (Item 6&7) and number of (and amount of) monthly instalments in which the consolidated advance is proposed to be paid. :
10. Full particulars of pecuniary circumstances : ....  
of the subscriber justifying the application for the temporary advance/withdrawal.
10. Date of entry into service.
11. Date of retirement.

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Signature of HOI/Secretary

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Signature of the applicant with date

## Form-IXA

To

Sir,

I am to inform you that:-

1. I am due to retire/have been retired from service with effect from \_\_\_\_\_ AN/FN.
2. I have resigned finally from service in \_\_\_\_\_ (Name of the Institution) with effect from \_\_\_\_\_ and my resignation has been accepted with effect from \_\_\_\_\_.
3. I have been dismissed from service with effect from \_\_\_\_\_.
4. Necessary steps for final payment of Balance standing at my credit in my G.P.F. Account may be made at the earliest convenience.

**OR**

I have been appointed as \_\_\_\_\_, in the \_\_\_\_\_  
\_\_\_\_\_ (Name and address of the Institution) with effect from \_\_\_\_\_  
\_\_\_\_\_ which comes under the jurisdiction \_\_\_\_\_

(Name of authorised officer under the Act).

Necessary steps may please be taken for transfer of the balance including interest standing at the credit of my General Provident Fund Account Number \_\_\_\_\_ to my G.P.F. Account Number \_\_\_\_\_ allotted in my present employment in \_\_\_\_\_ (Name of the Institution).

\_\_\_\_\_  
(Signature)

Name in Block letters:

Address:

# FORM - X

Name of Institution/Office .....

Address .....

## Annual Statement of General Provident Fund Account

Year: ..... Rate of Interest ..... allowed under Finance Deptt. Memo No. .... Dated: .....

| Name of the Subscriber | Account No. | Opening<br>Balance | Deposits/<br>Recoveries<br>during the<br>year | Interest<br>allowed<br>during the<br>year | Total<br>(3+4+5) | Withdrawal<br>during the<br>year | Balance<br>(6-7) | Remarks |
|------------------------|-------------|--------------------|---|---|------------------|----------------------------------|------------------|---------|
| (1)                    | (2)         | (3)                | (4)   | (5)                                       | (6)              | (7)                              | (8)              | (9)     |
|                        |             |                    |   |   |                  |                                  |                  |         |

## **DECLARATION REGARDING OVERDRAWN**

I Sri/Smt. \_\_\_\_\_  
H.M/T.I.C/A.T/Clerk/Peon of \_\_\_\_\_  
\_\_\_\_\_, P.O. \_\_\_\_\_,  
P.S. \_\_\_\_\_, Dist. \_\_\_\_\_, do  
hereby declare that the amount (G.P.F/C.P.F) which is to be sanctioned by the appropriate  
authority if afterwards be found to be in excess over which I am actually entitled to, I will be  
bound to refund the same (excess money) forthwith on demand.

\_\_\_\_\_  
Countersigned by HOI/Secretary

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**INTER TREASURY TRANSFER OF PROVIDENT FUND MONEY  
THROUGH ONLINE MODE (FINAL PAYMENT)**

To  
The Assistant Inspector of Schools (S.E.),

Use Block Letter

**Sub:- Inter treasury transfer of provident fund money in favor of \_\_\_\_\_  
Ex-A.T./H.M./Clerk/Group D in accordance with the Finance Department (Audit) Memo no. 333-F(Y)  
dated-18.01.2018 and Order No. 2978-F(Y) dated:-27/05/2019.**  
Sir,

I beg to submit the following information for Provident Fund money Inter-Treasury transfer of

\_\_\_\_\_ Ex-A.T./H.M./Clerk/Group D in accordance with the Finance  
Department(Audit) Memo no.333-F(Y) dated-18.01.2018 and Order No.2978-F(Y) dated:- 27/05/2019

From (Earlier) \_\_\_\_\_ School/Madrasah Post office \_\_\_\_\_

\_\_\_\_\_ District \_\_\_\_\_ To (New) \_\_\_\_\_

\_\_\_\_\_ School/Madrasah, Post office, \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ . This is for your kind information.

- 1) Beneficiary Name:- \_\_\_\_\_
- 2) School Name:- \_\_\_\_\_ P.F Code \_\_\_\_\_
- 3) Beneficiary Mobile No. \_\_\_\_\_ Last Date of \_\_\_\_\_ working
- 4) School from which Transferred \_\_\_\_\_ P.F. Code \_\_\_\_\_
- 5) School Where to join \_\_\_\_\_ P.F. Code \_\_\_\_\_
- 6) S.S.C. Transfer Memo No. \_\_\_\_\_ Date \_\_\_\_\_
- 7) Transfer to District Name. \_\_\_\_\_ District Code \_\_\_\_\_
- 8) Transfer to Treasury Name \_\_\_\_\_ Treasury Code. \_\_\_\_\_
- 9) Operator Name \_\_\_\_\_ Operator Code. \_\_\_\_\_
- 10) Head of Account Details. \_\_\_\_\_
- 11) Amount. \_\_\_\_\_ In word( \_\_\_\_\_ )

(Signature of Applicant)

(Head of the Institute)

(President of the Institute)

Memo No. \_\_\_\_\_



Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

From : Headmaster / Secretary

To The. A.I of Schools (S.E), Bishnupur Sub Division.  
P.O - Bishnupur, Dist - Bankura

Sub: Prayer for P.F Transfer of  
[redacted] S, A.T. transferred  
(mutual) on. 08.01.2021.

Respected Sir, Please enclosed find herewith the  
duly filled-in form VI, form IX, and P.F  
transfer format of S. [redacted] M.A., AT, has  
transferred to Tanayini High School, Jajpur,  
Sub Div. Bishnupur. Dt. Bankura, for your  
kind perusal and necessary action.

Thanking you.

Yours faithfully  
[redacted]

Received  
[redacted]

14.07  
Sd/-  
of Schools  
Bishnupur Sub-div.

Teacher-in-Charge  
Hodalnarayanpur High School (H.S.)  
P.O. Hodalnarayanpur, Dist. Bankura